

**CAREERTECH  
INFORMATION  
MANAGEMENT  
SYSTEM  
(CTIMS)**

**TECH CENTER  
FULL-TIME  
ENROLLMENT  
GUIDEBOOK**



Revised April 8, 2019

## Due Dates and Guidelines

	<b>Quarter Dates</b>	<b>Submission Due Date</b>
1 <sup>st</sup> Quarter	July 1 – September 30	October 15
2 <sup>nd</sup> Quarter	October 1 – December 31	January 15
3 <sup>rd</sup> Quarter	January 1 – March 31	April 15
4 <sup>th</sup> Quarter	April 1 – June 30	July 15
All Corrections Made		August 15

### FULL TIME ENROLLMENT

All enrollments will be submitted to the ODCTE at the State Program level. The enrollment file should be a **quarterly** file for each submission to include all students who were enrolled regardless of number of hours enrolled during each quarter. For the purposes of reporting clock hours, use the 'enroll date' and 'end date/drop date' as the basis for calculating hours. Do not subtract hours due to 'attendance'. Students that enroll late during the quarter or exit early should have clock hours adjusted accordingly.

Enrollments will be submitted 4 times per year as indicated by the due dates above. Submit one record for each course for actively enrolled students during the quarter that the data is being submitted:

- a) Clock hours will represent hours for the quarter that the student is eligible to attend.
- b) Records will only represent students actively enrolled during that quarter.
- c) PID listed will be the primary teacher of record for the program.
- d) Instructor's teaching number can be left blank if they are only teaching adult students.

Clock hours will need to be divided out if a student is concurrently enrolled in 2 or more programs.

**NOTE:** A secondary student missing 10 consecutive class periods within a semester should be dropped from the class for reporting purposes. The student's clock hours need to be adjusted if the student does return to class.

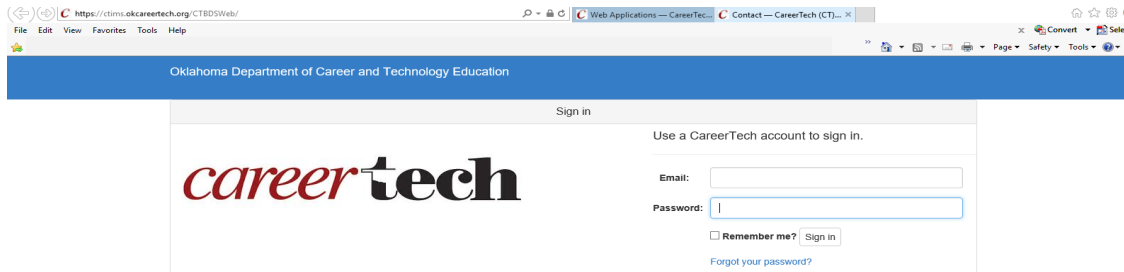
All technology centers should have an attendance policy in place for post-secondary students.

### Technology Center Full-Time Enrollment Student Data

The original source document must be maintained such as intake forms, an enrollment form that is completed by the student or a combination of data sources. A computer-generated report will not suffice for documentation purposes unless the student enrolled on-line. Clock hours reported will be based on the enroll date and end/drop date of the student. Transcripts must be maintained on a permanent basis.

## Signing in to CTIMS

Sign in using your school email and CTIMS password at <https://ctims.okcareertech.org/CTBDSWeb>



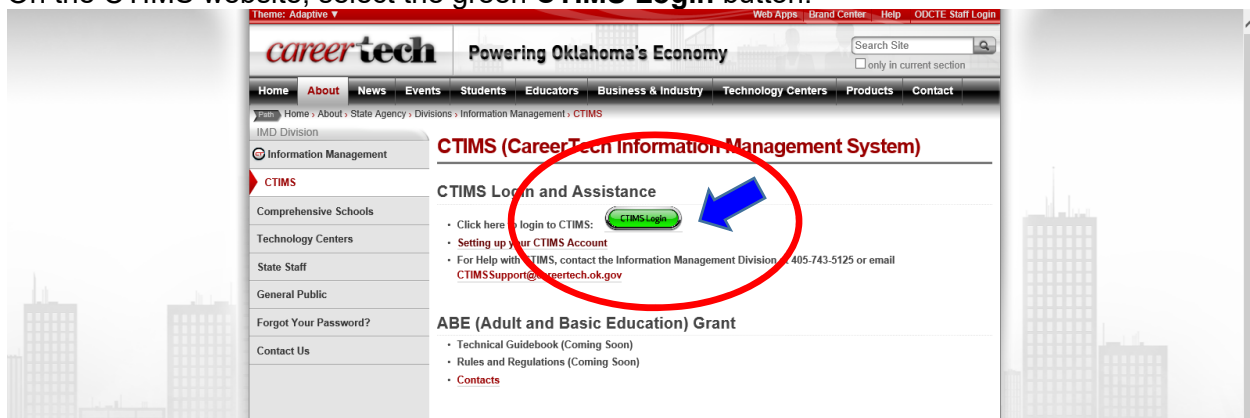
Or,

Go to <http://www.okcareertech.org/> and select **CTIMS** in the red bar at the top of the page. Do not select the ODCTE Staff Login selection in the red bar. This is not the CTIMS login.



**Note:** Please log in using Microsoft Internet Explorer version 11 or higher. CTIMS is currently not compatible with other browsers.

On the CTIMS website, select the green **CTIMS Login** button.



## Help and Troubleshooting

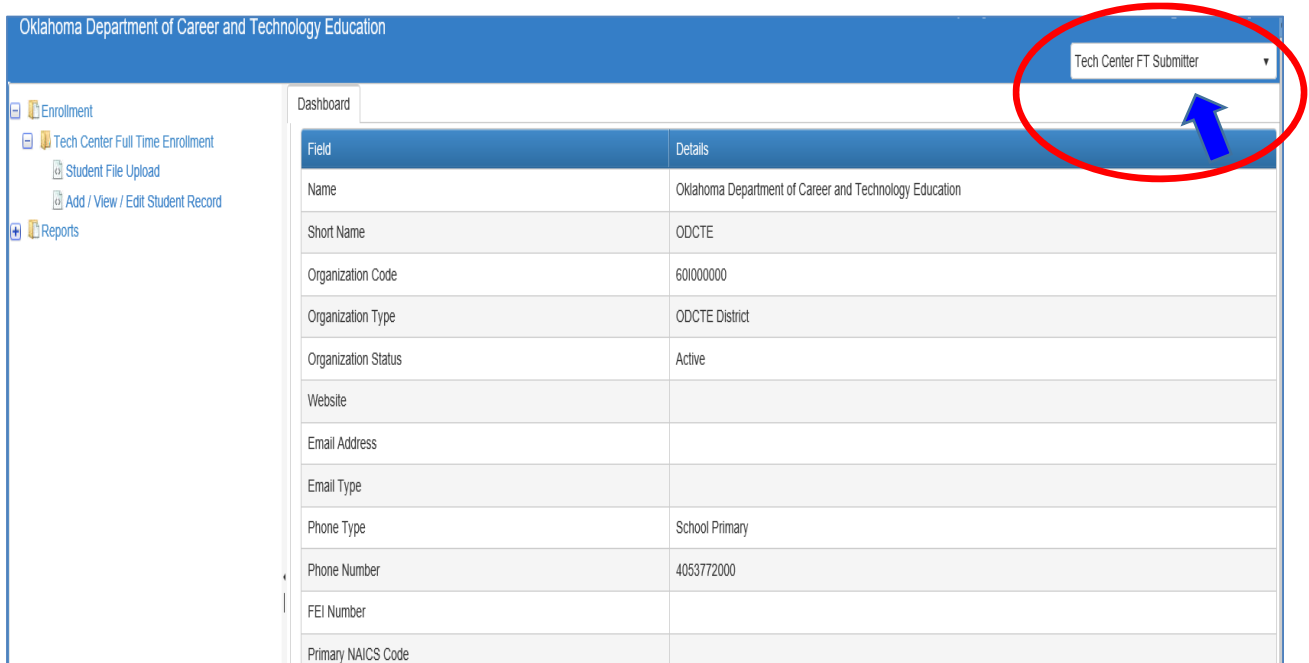
If you don't have an account set up or are having trouble with the navigation or software, contact [CTIMSSupport@careertech.ok.gov](mailto:CTIMSSupport@careertech.ok.gov) and send a message describing your problem. Include your school name and your telephone number and we will contact you.

If you have forgotten your password, click the **Forgot your password?** link to reset your password.

## Role: Tech Center FT Submitter

Below is an example of your Landing screen and displays summary information used to set up your account. The navigation bar is on the left and displays which folders are accessible based on your role.

*Note: In the example below, the role is shown as Tech Center FT Submitter. If you have more than one role, you can select the appropriate role by using the drop down menu in that box*

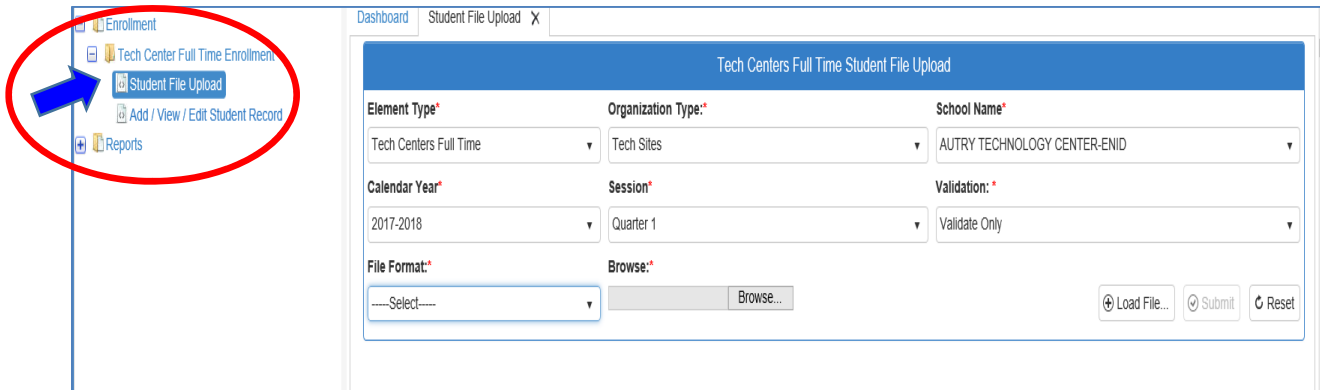


Field	Details
Name	Oklahoma Department of Career and Technology Education
Short Name	ODCTE
Organization Code	601000000
Organization Type	ODCTE District
Organization Status	Active
Website	
Email Address	
Email Type	
Phone Type	School Primary
Phone Number	4053772000
FEI Number	
Primary NAICS Code	

## Submitting Full Time Student Data

### Navigation

On the left side of the screen expand: **Enrollment** > **Tech Center Full Time Enrollment** > **Student File Upload**.



The screenshot shows a web application interface for uploading student data. On the left, a navigation menu is visible with 'Enrollment' expanded, and 'Student File Upload' highlighted with a red circle and a blue arrow. The main content area is titled 'Tech Centers Full Time Student File Upload' and contains a form with the following fields:

- Element Type\***: Tech Centers Full Time
- Organization Type\***: Tech Sites
- School Name\***: AUTRY TECHNOLOGY CENTER-ENID
- Calendar Year\***: 2017-2018
- Session\***: Quarter 1
- Validation: \***: Validate Only
- File Format\***: -----Select-----
- Browse\***: Browse...

At the bottom right of the form are three buttons: 'Load File...', 'Submit', and 'Reset'.

**Step 1:** Select **School Name**, if needed, using the drop down menu.

**Step 2:** Select **Calendar Year**.

**Step 3:** Select **Session (Quarter)**.

**Step 4:** Select **Validation** drop down menu.

**Option 1:** To check your data for errors without loading into CTIMS select **Validate Only**.

Or

**Option 2:** To check your data for errors and load into CTIMS select **Validate and Upload**.

**Step 5:** Select **File Format**. The choices for the files are: TXT(Fixed Format), XLS, XLSX or CSV.

**Make sure the file you upload has one of these extensions on the file and that you are using the record layout in Appendix A.**

*Note: If you select Fixed Format, your file must have a ".TXT" extension on the file name. If it doesn't, you will need to rename your file.*

**Step 6:** Click the **Browse** button which allows you to select your state report from your computer.

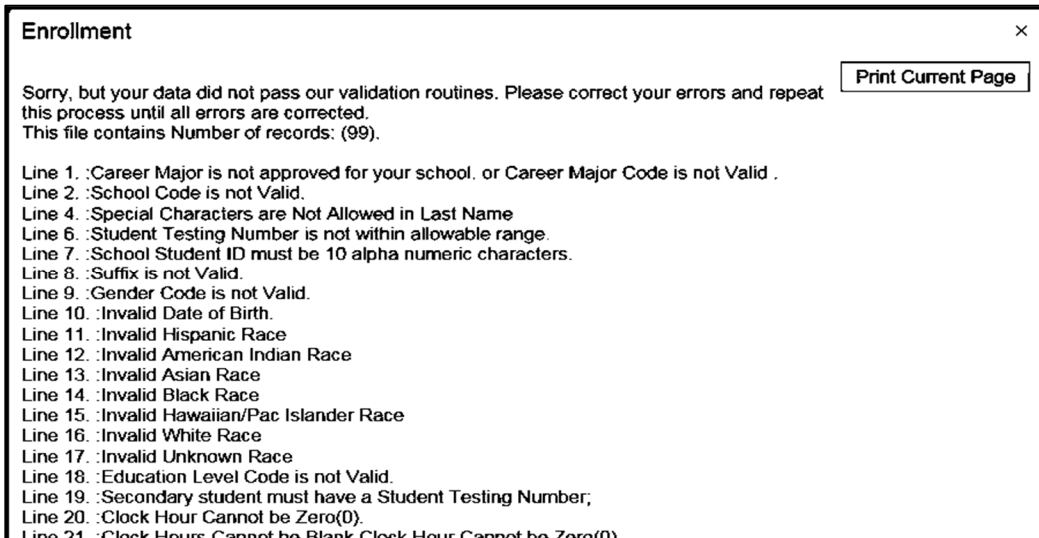
**Step 7:** Click **Load File** button. Your student data populates in this screen.

**Step 8:** Click **Submit** button and your data will **Validate Only** or **Validate and Upload** depending on your Validation selection.

At this point, your file is being checked for errors. Please be patient because this step may take several minutes.

### If Your File Has Errors:

If errors are detected, a popup screen appears identifying the records by line number with error descriptions. Correct the errors in your system and recreate the file to upload again following the Steps 1-8 above.

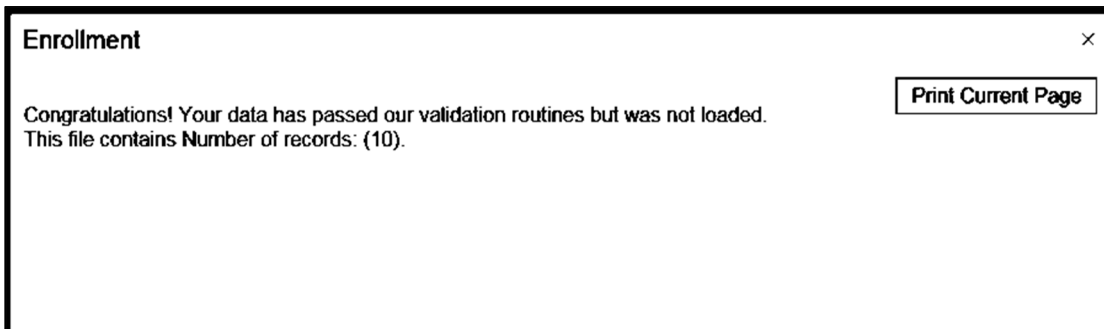


Click on the **Print Current Page** button to print your error message list if needed.

### If Your File Does NOT have Errors:

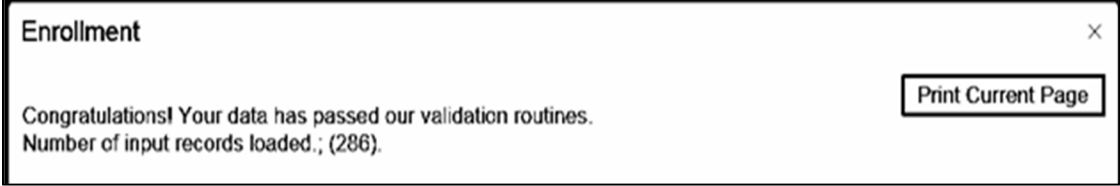
If your file does not have errors and you selected **Validate Only**, you will see the following popup screen. **VERIFY THAT THE NUMBER OF RECORDS IN THIS MESSAGE IS THE SAME AS THE NUMBER OF RECORDS IN THE FILE YOU SUBMITTED.**

You will need to go back to the **Student File Upload tab** and go through steps 1-8 above and select **Validate and Upload** under **Validation** before your records will be loaded into CTIMS.



If your file does not have errors and you selected **Validate and Load**, you will see the following screen.

**VERIFY THAT THE NUMBER OF RECORDS IN THIS MESSAGE IS THE SAME AS THE NUMBER OF RECORDS IN THE FILE YOU SUBMITTED.**

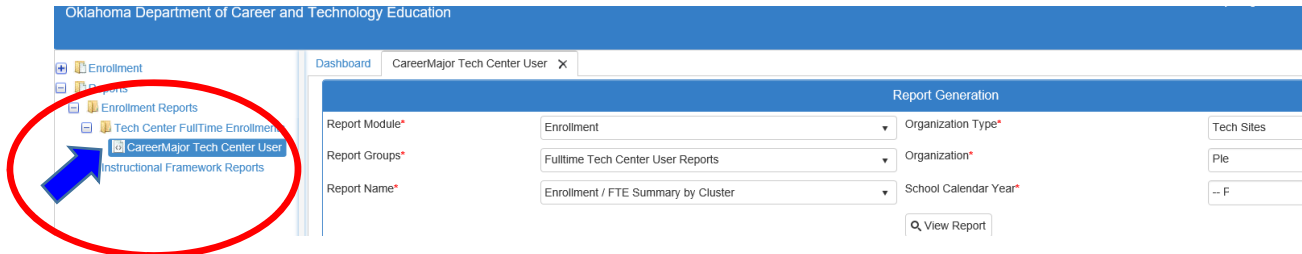


Click on the **Print Current Page** button to print your successful validation and upload, if needed, for your records.

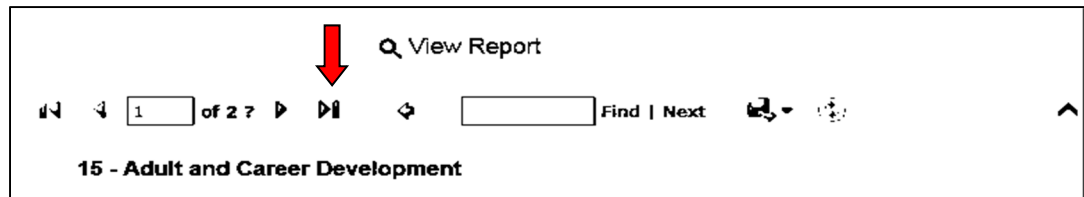
## Generate Enrollment Reports

### Navigation

In the left navigation panel go to **Reports > Enrollments Reports > Tech Center Full Time Enrollments > CareerMajor Tech Center User Report.**



- Step 1:** Select **Report Name**. There are several reports you can select from.
- Step 2:** Select Your *School name*, if needed, under **Organization** by typing in first three letters of you school name.
- Step 3:** Select **Calendar Year**.
- Step 4:** Click **View Report** button.
- Step 5:** After the report loads, click the **last page** button to display the total number of pages in the report.



For all reports, you will have the option to export the report by clicking on the blue diskette button.

Before the deadline of each quarter, please run the **Discrepancy Report**. The error will be highlighted in blue indicating that there is something in the record that may be an issue. Yes will appear in red in the field that there may be a discrepancy. For example, the student at the bottom of the picture has been recorded under more than one PID.

School Id	Firstname	Last Name	#>1 Suffix	#>1 Career Major Code	#>1 Education Level Code	#>1 PID	#>1 STN	#>1 Gender	#>1 Race	#>1 Feeder School Code	#>1 Business Code	#>1 Disability	#>1 Hon
AT00110292	S	Al	No	No	No	No	No	No	No	No	No	No	No
AT00110299	D	Ag	No	No	No	No	No	No	No	No	No	No	No
AT00111303	S	Al	No	No	No	No	No	No	No	No	No	No	No
AT00102610	M	Al	No	No	No	No	No	No	No	No	No	No	No
AT00110126	PI	A	No	No	No	No	No	No	No	No	No	No	No
AT00104109	L	AL	No	No	No	No	No	No	No	No	No	No	No
AT00110299	Ar	No	No	No	No	No	No	No	No	No	No	No	No
AT00105221	Cl	Al	No	No	No	Yes	No	No	No	No	No	No	No





## Add/View/Edit Student Records

If the discrepancy report shows an incident that is correct, you will not have to do anything to the student record. If the discrepancy report shows an incident that is not correct or an error, you will need to correct the student record.

To correct a student record, go to **Enrollment > Tech Center Full Time Enrollment > Add/View/Edit Student Records** in the left navigation panel.

**Step 1:** Select **School Name**, if needed, using the drop down menu.

**Step 2:** Select **Calendar Year** using the drop down menu.

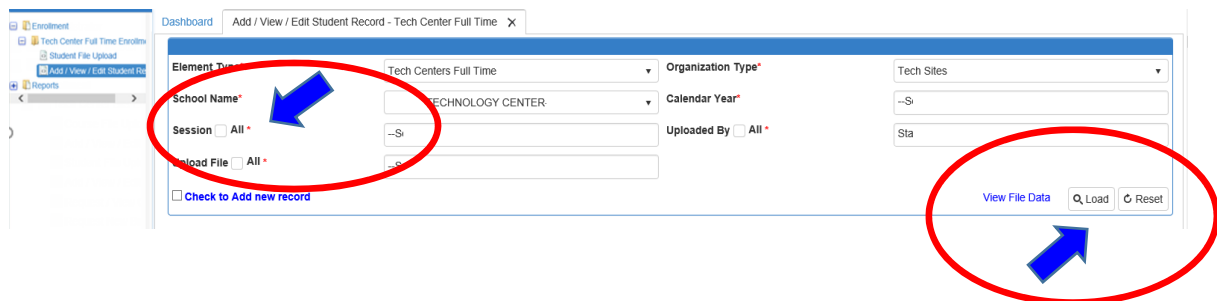
**Step 3:** Select **Session (Quarter)**. You can select more than one quarter at a time if you are not sure what quarter the student or students were uploaded, or you can click the **All** box to select all sessions.

**Step 4:** **Uploaded by:** Type in the first letter of the the person's name who uploaded the file and select the correct upload date. You can select more than one if you are not sure of the date, or you can click the **All** box to select all upload dates.

**Step 5:** Click in box to bring up dropdown of file name. Select one or more of the file names, or you can click the **All** box to select all the uploaded files.

**Step 6:** Click **Load**. This will bring up a listing of all the student records. You can filter any column to find the record you need to change.

**Do not use** the **Check to Add New Record** box for Student Records. Add new student records using the upload method, or email [CTIMSSupport@careertech.ok.gov](mailto:CTIMSSupport@careertech.ok.gov) for assistance.



This will bring up a listing of all the student records. You can filter any column to find the record you need to change by clicking the filter symbol (v) in the column heading. To correct a record, click in the field that needs to be changed. After making changes, click **Save Changes**.

Dashboard Add / View / Edit Student Record X

Tech Center FT Submitter

Element Type: Tech Centers Full Time Organization Type: Tech Sites

School Name: TECHNOLOGY CENTER-ENID Calendar Year: 2016-2017

Session: Quarter 1 Quarter 2 Quarter 3 Quarter 4 Uploaded By: Jan/10 -Apr/21 Jul/11 -Dec/12

Upload File: State Report FY17 First Quarter.bt State Report FY17 Second Quarter.bt FY17 Quarter 3 State Report (S).xlsx FY17 Quarter 4.xlsx

Sample Student LN

Check to Add new record

Drag a column header and drop it here to group by that column

Career Major Code	Status	Session Name	First Name	Middle Name	Last Name	Suffix	Student Test
	InActive <input type="radio"/> Active <input type="radio"/>						
Carpentry	<input checked="" type="checkbox"/>	Quarter 1	Sample Student FN	A	Sample Student LN		
Carpentry	<input checked="" type="checkbox"/>	Quarter 1	Sample Student FN	R	Sample Student LN		

## Appendix A

### Record Layout For Full Time Student Enrollment

The following record layout should be used for enrollments in Full Time Programs at technology centers.

FIELD	TYPE	LENGTH	COLUMNS	FORMAT
State Program Code	Alpha/Num	9	1-9	
School Code	Alpha/Num	9	10-18	
First Name	Alpha/Num	20	19-38	
Middle Initial	Alpha	1	39	
Last Name	Alpha/Num	20	40-59	
Suffix	Alpha/Num	3	60-62	
Social Security Number	Num	9	63-71	
*Student Testing Number	Num	10	72-81	
School ID	Alpha/Num	10	82-91	
Gender	Alpha	1	92	
Date of Birth	Num	8	93-100	yyyymmdd
Race – Hispanic	Num	1	101	
Race – American Indian	Num	1	102	
Race – Asian	Num	1	103	
Race – Black	Num	1	104	
Race – Hawaiian/Pac Islander	Num	1	105	
Race – White	Num	1	106	
Race – Unknown	Num	1	107	
Education Level	Num	2	108-109	
Clock Hours	Num	7	110-116	xxxx.xx
Business Code	Num	5	117-121	
Disability	Num	1	122	
Out of Workforce Individuals	Num	1	123	
Single Parent	Num	1	124	
English Learners	Num	1	125	
Academically Disadvantaged	Num	1	126	
Economically Disadvantaged	Num	1	127	
Migrant	Num	1	128	
Feeder School Code	Alpha/Num	9	129-137	
PID	Num	5	138-142	
Teacher # (for PID listed)	Num	6	143-148	
Homeless Individuals	Num	1	149	
Individuals in Foster Care	Num	1	150	
Student's parents-military ac duty	Num	1	151	

\*All secondary students must be submitted with a 10-digit numeric Student Testing Number. The only exception is students attending a private school, home school or from out of state. Adult students may be submitted without a Student Testing Number. All students must be submitted with a unique alpha/numeric school assigned number. The PID number is now a mandatory field. The PID should reflect the instructor who is primarily responsible for the student in the Program being submitted

## Appendix B

### Student Full Time State Program Record Layout

Field: 1  
 Name: State Program Code  
 Column(s): 1-9  
 Length: 9  
 Type: Alpha/Numeric  
 Mandatory: Yes  
 Description: 9 digit alpha/numeric code to identify the State Program the student is enrolled for the school year in which data is submitted.

---

Field: 2  
 Name: School Code  
 Column(s): 10-18  
 Length: 9  
 Type: Alpha/Numeric  
 Mandatory: Yes  
 Description: 9-digit school code to identify the technology school site, for which enrollment is being submitted. A complete list can be obtained from the IMD Web Site.

---

Field: 3  
 Name: First Name  
 Column(s): 19-38  
 Length: 20  
 Type: Alpha/Numeric  
 Mandatory: Yes  
 Description: Student's first name. Do not include hyphens, apostrophes, commas or special characters.

---

Field: 4  
 Name: Middle Initial  
 Column(s): 39  
 Length: 1  
 Type: Alpha  
 Mandatory: Yes  
 Description: Student's Middle Initial. Do not include hyphens, apostrophes, commas or special characters.

---

Field: 5  
 Name: Last Name  
 Column(s): 40-59  
 Length: 20  
 Type: Alpha/Numeric  
 Mandatory: Yes  
 Description: Student's last name. Do not include hyphens, apostrophes, commas or special characters.

---

Field: 6  
 Name: Suffix  
 Column(s): 60-62  
 Length: 3  
 Type: Alpha/Numeric  
 Mandatory: No  
 Description: Student's name suffix, if applicable. (e.g., Jr, Sr, III). Do not include periods.

---

Field: 7  
Name: Social Security Number  
Column(s): 63-71  
Length: 9  
Type: Numeric  
Mandatory: No  
Description: Enter the student's entire 9-digit social security number. If not available, leave blank.

Field: 8  
Name: Student Testing Number (STN)  
Column(s): 72-81  
Length: 10  
Type: Numeric  
Mandatory: Yes  
Description: For secondary students, provide the 10-digit numeric Student Testing Number (STN). The STN has been assigned to all secondary students in Oklahoma by the State Department of Education and is available from the student's home school. All secondary students will be required to have this number with the exception of those attending private schools, home schooled or those from out-of-state.

Adult students can be submitted with a STN if they were assigned a STN while attending as a secondary student. Otherwise, leave this field blank.

---

Field: 9  
Name: School ID  
Column(s): 82-91  
Length: 10  
Type: Alpha/Numeric  
Mandatory: Yes  
Description: Provide the unique alpha/numeric ID assigned to each student by your school.

---

Field: 10  
Name: Gender  
Column(s): 92  
Length: 1  
Type: Alpha  
Mandatory: Yes  
Description: M=Male, F=Female, U=Unknown

---

Field: 11  
Name: Date of Birth  
Column(s): 93-100  
Length: 8  
Type: Numeric  
Mandatory: No  
Description: If not available, leave blank. Format must be YYYYMMDD (e.g. 20081022)

---

Field: 12  
Name: Race - Hispanic  
Column(s): 101  
Length: 1  
Type: Numeric  
Mandatory: Yes  
Description: 0 = Not Hispanic; 1 = Hispanic

---

Field: 13  
Name: Race – American Indian  
Column(s): 102  
Length: 1  
Type: Numeric  
Mandatory: Yes  
Description: 0 = Not American Indian; 1 = American Indian

---

Field: 14  
Name: Race – Asian  
Column(s): 103  
Length: 1  
Type: Numeric  
Mandatory: Yes  
Description: 0 = Not Asian; 1 = Asian

---

Field: 15  
Name: Race – Black  
Column(s): 104  
Length: 1  
Type: Numeric  
Mandatory: Yes  
Description: 0 = Not Black; 1 = Black

---

Field: 16  
Name: Race – Hawaiian/Pacific Islander  
Column(s): 105  
Length: 1  
Type: Numeric  
Mandatory: Yes  
Description: 0 = Not Hawaiian/Pacific Islander; 1 = Hawaiian/Pacific Islander

---

Field: 17  
Name: Race – White  
Column(s): 106  
Length: 1  
Type: Numeric  
Mandatory: Yes  
Description: 0 = Not White; 1 = White

---

Field: 18  
Name: Race – Unknown  
Column(s): 107  
Length: 1  
Type: Numeric  
Mandatory: Yes  
Description: 0 = Not Unknown; 1 = Unknown

---

Field: 19  
Name: Education Level  
Column(s): 108-109  
Length: 2  
Type: Numeric  
Mandatory: Yes  
Description: Provide the education level of the student. For secondary students (those currently enrolled in a comprehensive school) use the following:

07 – Seventh Grade            08 – Eighth Grade  
09 – Ninth Grade            10 – Tenth Grade  
11 – Eleventh Grade        12 – Twelfth Grade

For adult students, or secondary students no longer enrolled in a comprehensive school, use the following:

30 – Less than a High School Degree    31 – High School Graduate  
32 – Some College, No Degree        33 – Technical Diploma  
34 – Associate Degree                35 – Bachelor Degree  
36 – Master’s Degree                37 – Doctorate Degree  
38 – GED                                99 – Unknown

---

Field: 20  
Name: Clock Hours  
Column(s): 110-116  
Length: 7  
Type: Numeric  
Mandatory: Yes  
Description: Provide the number of hours the student is enrolled in the program for the reporting year based on their beginning and ending dates. The clock hours should be adjusted to accurately reflect the clock hours when reporting fourth-quarter data. Pad with leading zeros.  
Format: XXXX.XX

---

Field: 21  
Name: Business Code  
Column(s): 117-121  
Length: 5  
Type: Numeric  
Mandatory: Yes  
Description: Provide the business code if the student is ‘sponsored’ by their business/industry or place of employment to attend the class. Sponsored is defined as paying or reimbursing tuition or allowing time off from work to attend work-related instruction. This does not include individuals who, on their own, are upgrading their skills for work-related reasons. This does not include other entities paying for tuition such as Veterans Administration. Students must be **employed by the business** listed on their record. Use business code “99999” if the training is not industry sponsored.

---

Field: 22  
Name: Disability  
Column(s): 122  
Length: 1  
Type: Numeric  
Mandatory: Yes  
Description: 0 – Not Disabled, 1 – Yes, Student has a Disability

---

Field: 23  
Name: Out of Workforce Individuals  
Column(s): 123  
Length: 1  
Type: Numeric  
Mandatory: Yes  
Description: 0 – Not an Out of Workforce Individual; 1–Yes, Student is an Out of Workforce Individual

---

Field: 24  
Name: Single Parent  
Column(s): 124  
Length: 1  
Type: Numeric  
Mandatory: Yes  
Description: 0 – Not a Single Parent; 1 – Yes, Student is a Single Parent

---

Field: 25  
Name: English Learners  
Column(s): 125  
Length: 1  
Type: Numeric  
Mandatory: Yes  
Description: 0 – Not an English Learner; 1 – Yes, Student is an English Learner

---

Field: 26  
Name: Academically Disadvantaged  
Column(s): 126  
Length: 1  
Type: Numeric  
Mandatory: Yes  
Description: 0 – Not Academically Disadvantaged; 1 – Yes, Student is Academically Disadvantaged

---

Field: 27  
Name: Economically Disadvantaged  
Column(s): 127  
Length: 1  
Type: Numeric  
Mandatory: Yes  
Description: 0 – Not Economically Disadvantaged; 1 – Yes, Student is Economically Disadvantaged

---

Field: 28  
Name: Migrant  
Column(s): 128  
Length: 1  
Type: Numeric  
Mandatory: Yes  
Description: 0 – Not a Migrant; 1 – Yes, Student is a Migrant

---



Field: 29  
Name: Feeder School Code  
Column(s): 129-137  
Length: 9  
Type: Alpha/Numeric  
Mandatory: Yes  
Description: For secondary students, use the State Department of Education's school site code that represents the feeder school in which the student is enrolled.  
The following codes should be used for students not attending a comprehensive school:  
00X999999 Adult Student  
00P000002 Home Schooled Student  
99I999999 Out of State Student  
80P000xxx Private School Student (xxx = use your own unique code)  
00I000888 Charter School Student

---

Field: 30  
Name: PID  
Column(s): 138-142  
Length: 5  
Type: Numeric  
Mandatory: Yes  
Description: A PID for each enrollment record must be submitted to identify the instructor responsible for the enrollment in this State Program.

---

Field: 31  
Name: Teacher #  
Column(s): 143-148  
Length: 6  
Type: Numeric  
Mandatory: Yes (if submitting for secondary enrollment)  
Description: The teacher number that is on the teaching certificate for the PID being submitted.

---

Field: 32  
Name: Homeless Individuals  
Column(s): 149  
Length: 1  
Type: Numeric  
Mandatory: Yes  
Description: 0 – Not Homeless; 1 – Yes, Student is Homeless

---

Field: 33  
Name: Individuals in Foster Care  
Column(s): 150  
Length: 1  
Type: Numeric  
Mandatory: Yes  
Description: 0 – Not in Foster Care or aged out; 1 – Yes, Student is in foster care or has aged out

---

Field: 34  
Name: Student's parents on military active duty  
Column(s): 151  
Length: 1  
Type: Numeric  
Mandatory: Yes  
Description: 0 – Student's parents not on military active duty; 1 – Yes, Student's parents on military active duty

---

## Appendix C Definitions and Coding to Report Student Data in Technology Centers State Programs

The following information provides specific definitions and coding to be used when providing student enrollment data. **Read this section carefully for definitions and coding.**

Data provided for Disability, Homeless Individuals, Individuals in or aged out of foster care, Students with parents on military active duty, Out of Workforce Individuals, Single Parent, English Learners, and Disadvantaged should be documented with the assistance of a counselor or administrator to ensure accurate data.

The following definitions and coding are presented in alphabetical order and will not follow the same sequence of the data collection form or input screens. See Appendix A and B for Student record layout.

**Business Code** – Provide the business code of the industry if the student is ‘sponsored’ by their industry or place of employment to attend the class. Sponsored is defined as paying or reimbursing tuition or allowing time off from work to attend work-related instruction. This does not include individuals who, on their own, are upgrading their skills for work-related reasons. This does not include other entities paying for tuition such as Veterans Administration. **Students must be employed by the business listed on their record.** Use business code “99999” if the training is not industry sponsored.

**State Program Code** – List the 9-digit State Program code to indicate the program for which the student is enrolled.

**Clock Hours** – Clock hours should reflect the number of hours enrolled in the program for each quarter reported. It should not reflect the entire semester or year. Enter the number of clock hours the student was enrolled in the program based on the begin date and end date of the quarter. Students that enroll late or exit early should have clock hours adjusted for the quarter. See examples of reporting clock hours in Section 1 entitled “Due Dates and Reporting Guidelines.”

**Date of Birth** - Enter the student’s date of birth. Leave blank if not available.

**Disability** - A disabled individual is anyone with any disability (as defined in section 3(2) of the Americans with Disabilities Act of 1990), which includes any individual who:

- ✓ has a physical or mental impairment that substantially limits one or more of the major life activities of that individual,
- ✓ has a record of impairment as described in paragraph (1) of this definition, or
- ✓ is regarded as having an impairment described in paragraph (1) of this definition.

This definition includes any individual who has been evaluated under Part B of the IDEA and determined to be an individual with a disability who is in need of special education and related services and any individual who is considered disabled under Section 504 of the Rehabilitation Act of 1973.

"Disability," when applied to individuals, means “individuals who are intellectual disability,

hard of hearing/deaf, speech or language impaired, visually impaired/blind, seriously emotionally disturbed, orthopedically impaired, autistic, head injuries or persons with specific learning disabilities who, by reason thereof, require special education or related services and who, **because of their disabling condition, cannot succeed in the regular Careertech education activity without special education assistance.**"

Disability codes are as follows:

- 0** - No, this student is **not** disabled
- 1** - Yes, this student **is** disabled

*NOTE: All students identified as being disabled must have the proper documentation on file in the event of an audit.*

**Disadvantaged** - Individuals who have economic or academic disadvantages and who **require special services and assistance** in order to enable them to succeed in career and technology education activities. This term includes individuals who are members of economically disadvantaged families, migrants, individuals of limited English proficiency, and individuals who are dropouts or are identified as potential dropouts from secondary schools.

*NOTE: All students identified as being disadvantaged must have the proper documentation on file in the event of an audit.*

**"Academically Disadvantaged"** refers to persons:

- ✓ who score at or below the 25th percentile on a standardized achievement or aptitude test,
- ✓ whose secondary school grades are below 2.0 on a 4.0 scale (where the grade "A" equals 4.0), or
- ✓ who fail to attain minimum academic competencies.

Academically Disadvantaged codes are as follows:

- 0** - No, this student is **not** Academically Disadvantaged
- 1** - Yes, this student **is** Academically Disadvantaged

**"Economically Disadvantaged, including low-income youth and adults"** refers to persons who are eligible for or are receiving any of the following:

- ✓ The Program for Aid to Dependent Children under Part A of Title IV of the Social Security Act (42 U.S.C. 601)
- ✓ Benefits under the Food Stamp Act of 1977 (7 U.S.C. 2011)
- ✓ To be counted for purposes of Section 1005 of Chapter 1 of Title I of the Elementary and Secondary Education Act of 1965, as amended (Chapter 1) (20 U.S.C. 2701)
- ✓ Free and reduced-price meals program under the National School Lunch Act (42 U.S.C. 1751)
- ✓ Participation in programs assisted under Title II of the JTPA
- ✓ Pell grant or assistance under a comparable state program of need-based financial assistance
- ✓ Determined to be low-income according to the latest available data from the Department of Commerce or the Department of Health and Human Services Poverty Guidelines

Economically Disadvantaged codes are as follows:

- 0** - No, this student is **not** Economically Disadvantaged
- 1** - Yes, this student **is** Economically Disadvantaged

**Homeless individuals** – (defined in Section 725 of McKinney-Vento Homeless Assistance Act) individuals who lack a fixed, regular, and adequate nighttime residence and includes

- ✓ sharing the housing of other persons due to loss of housing, economic hardship, or similar reason; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.
- ✓ have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings
- ✓ living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings
- ✓ migratory children living in circumstances as described above

Homeless individual codes are as follows:

- 0** - No, this student is **not** Homeless
- 1** - Yes, this student **is** Homeless

**Individuals in foster care or aged out of foster care** – includes individuals in foster care or those that were still in foster care when they turned 18 years of age.

Individuals in foster care codes are as follows:

- 0** - No, this student is **not** in foster care or aged out
- 1** - Yes, this student **is** in foster care or aged out

**Educational Level –**

**Secondary:** For students who are enrolled in a comprehensive school, use the appropriate educational (grade) level in which the student is currently enrolled (05, 06, 07, 08, 09, 10, 11 or 12).

**Adult:** Use the appropriate educational level as follows (only for students not presently enrolled in a comprehensive school):

- 30 – Less than a High School Diploma
- 31 – High School Graduate
- 32 – Some College, No Degree
- 33 – Technical Diploma
- 34 – Associate Degree
- 35 – Bachelor Degree
- 36 – Master's Degree
- 37 – Doctorate Degree
- 38 – GED
- 99 – Unknown

**English Learner (previously Limited English Proficiency (LEP))** – The term ‘English Learner’ means:

- ✓ A secondary school student, an adult, or an out-of-school youth, who has limited ability in speaking, reading, writing, or understanding the English language, and
- ✓ Whose native language is a language other than English; or
- ✓ Who lives in a family or community environment in which a language other than English is the dominant language.

Coding for English Learner is as follows:

**0** - No, this student is **not** an English learner

**1** - Yes, this student **is** an English learner

**Feeder School Code** – For secondary students, enter the 9-digit State Department of Education’s school code that identifies the K-12 school site the student is attending. If the student’s school is not listed, contact the Information Management Division. Do not arbitrarily assign a new code. The following feeder school codes should be used for students not attending a comprehensive school district:

- ✓ 00X999999 for Adult students
- ✓ 00P000002 for Home Schooled students
- ✓ 99I999999 for Out Of State students
- ✓ 80P000xxx for Private School students
- ✓ 00I000888 for Charter School students

**First Name** - List the student's first name. Do not include hyphens, apostrophes, commas or special characters.

**Gender** – Coding for Gender is as follows:

**M** – Male

**F** – Female

**U** – Unknown

**Last Name** - List the student's last name. Do not include hyphens, apostrophes, commas or special characters. Do not include their Suffix in this field (e.g. Jr., Sr., and III)

**Limited English Proficiency (LEP)** - Refers to:

Individuals who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English.

Coding for Limited English Proficiency is as follows:

**0** - No, this student is **not** Limited English Proficient

**1** - Yes, this student **is** Limited English Proficient

**Migrant** – The term “migrant” means migratory agricultural workers, including migratory dairy workers, or migratory fishers, and who, in the preceding 36 months, in order to obtain or to accompany such parents or spouses to obtain temporary or seasonal employment in

agricultural or fishing work have done at least one of the following:

- ✓ moved from one local education agency (LEA) to another,
- ✓ moved from one administrative area to another in a state that is comprised of a single LEA,
- ✓ resided in an LEA with an area larger than 15,000 square miles and migrated a distance of 20 miles or more to a temporary residence to engage in a fishing activity.

Coding for Migrant is as follows:

- 0 – No, this student is **not** a migrant
- 1 – Yes, this student **is** a migrant

**Middle Initial** – Provide the middle initial of the student.

**Out of Workforce Individuals** – An adult individual who:

- ✓ has worked primarily without remuneration to care for a home and family, and for that reason has diminished marketable skills;
- ✓ has been dependent on the income of another family member but is no longer supported by the income; or
- ✓ is a parent whose youngest dependent child will become ineligible to receive assistance under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.) not later than 2 years after the date on which the parent applies for assistance under such title; and
- ✓ is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.
- ✓ is the dependent spouse of a member of the Armed Forces on active duty (as defined in section 101(d)(1) of title 10, United States Code) and whose family income is significantly reduced because of a deployment (as defined in section 991(b) of title 10, United States Code, or pursuant to paragraph (4) of such section), a call or order to active duty pursuant to a provision of law referred to in section 101(a)(13)(B) of title 10, United States Code, a permanent change of station, or the service-connected (as defined in section 101(16) of title 38, United States Code) death or disability of the member

Coding for Out of Workforce Individuals is as follows:

- 0** - No, this student is **not** an Out of Workforce Individual
- 1** - Yes, this student **is** an Out of Workforce Individual

**PID Number** – Provide the 5-digit numeric PID number for the instructor that is responsible for the student submitted for the program in which enrolled.

**Race/Ethnicity Data** – All students should be asked to respond to two questions regarding Race/Ethnicity. The first question is whether or not they are Hispanic/Latino. The next question should ask them to select one or more of the remaining races. For reporting purposes to the ODCTE, each racial category should be indicated with a “**0**” **indicating they are not that race** or a “**1**” **indicating they are that race**. Definition of each race is as follow:

*Hispanic/Latino:* A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

*American Indian or Alaska Native:* A person having origins in any of the original peoples of North and South American (including central America) who maintains cultural identification through tribal affiliation or community attachment.

*Asian:* A person having origins in any of the original peoples of the Far East, southeast Asia, or the Indian Subcontinent, including for example; Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

*Black or African American:* A person having origins in any of the black racial groups of Africa.

*Native Hawaiian or Other Pacific Islander:* A person having any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

*White:* A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

**School Code** – List the 9-digit alpha/numeric school code that identifies the technology center submitting enrollment data

**School ID** – Provide the School ID assigned to each student.

**Single Parent** - An individual who:

- ✓ is unmarried or legally separated from a spouse; and
- ✓ has a minor child or children for whom the parent has either custody or joint custody.

Coding for Single Parent is as follows:

**0** - No, this student is **not** a Single Parent

**1** - Yes, this student **is** a Single Parent

**Social Security Number** - Should be included, when available, for all students enrolled. If a social security number is not available, leave this field blank. Do not use the student's driver's license number, school ID, or partial social security number in this field.

**Students with parents on military active duty** - (defined Sec. 101(a)(4) of US Code and Sec. 101(d)(1)

- ✓ The term "armed forces" means the Army, Navy, Air Force, Marine Corps, and Coast Guard.
- ✓ The term "active duty" means full-time duty in the active military service of the United States. Such term includes full-time training duty, annual training duty, and attendance, while in the active military service, at a school designated as a service school by law or by the Secretary of the military department concerned. Such term does not include full-time National Guard duty.

**Student Testing Number (STN)** – For secondary students, provide the 10-digit numeric Student Testing Number (STN). The STN has been assigned for all secondary students in Oklahoma by the State Department of Education and is available from the student's home

school. All secondary students will be required to have this number with the exception of those attending private schools, home schooled or students from out-of-state.

A STN can be provided for adult students if they were assigned a STN while attending as a secondary student. Otherwise, leave this field blank.

**Suffix** – List the student’s name suffix, if applicable (e.g. Jr, Sr, and III).

**Teacher Number** – Provide the 6 digit teacher number as displayed on their teaching certificate. This field can be left blank if the teacher has only adult students.